



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MOTOR VEHICLE APPRAISER	28	F	11.434

DEFINITION OF CLASS:

Under direction, appraises motor vehicles in wrecking and tow-yards for sales tax purposes and for abandoned vehicle liens; determines value and legal methods of disposal; inspects vehicles' identification numbers to determine legal ownership; provides information regarding lien procedures and mandatory paperwork for title processing and vehicle registration; and performs related work as required.

EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Appraises abandoned motor vehicles utilizing established guidelines to determine monetary value. Establishes authenticity of abandoned vehicles by inspecting tow tickets, police reports and property owner release forms, compares information to corresponding vehicle and assesses any vehicle damage or missing parts. Completes appraisal forms according to established policy and procedures and determines lien processing procedures and/or issues junk certificates. Updates and maintains files for licensed wreckers.

Researches abandon vehicles upon receipt of vehicle transmittal sheets from tow companies and wrecking yards. Ensures the entry of all vehicle identification numbers into a database to verify state of registration and determines status of vehicle. Contacts appropriate state for registered owner information to provide proper notification.

Prepares various reports and forms regarding abandon vehicle appraisals, dismantling certificates, junk certificates and transmittal sheets. Appropriate copies are forwarded for processing and vehicle records are purged upon issue of dismantling certificates.

Assists customer with lien sales of vehicle by providing information about vehicle processing in accordance with State laws to ensure compliance. Informs customers of requirements for advertisements, appraisals, notification of registered owners, etc.; and lien sales packet amendment.

Provides assistance to the public in assigning or restoration of vehicle identification numbers; provides direction on laws, rules, regulations and procedures for the registration, disposal and licensing of vehicles.

Provides training and direction to motor vehicles inspectors regarding the inspection and location of vehicle identification numbers, vehicle appraisal procedures and State laws covered under chapters 482, 487 and 108 of the NRS.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of State laws regarding motor vehicles registration, appraisal liens and disposal. Knowledge of proper use of Kelly Blue book to determine vehicle's value. Knowledge of regulations, policies and procedures governing tow companies and wreckers. Knowledge of Nevada vehicle registration documents, bill of sale, duplicate ownership certificates, dealer's report of sale, manufacturer's certificate of origin, dismantling and junk certificates.

Ability to run stolen vehicle and registration checks utilizing various law enforcement databases. Ability to determine discrepancies in vehicle records when compared to physical evidence. Ability to reconstruct partial vehicle identification numbers. Ability to coordinate and schedule district wide activities involving multiple towing yards and wreckers.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of vehicle appraisal techniques. Working knowledge of the location of vehicle identification numbers including confidential V.I.N.S. Working knowledge of vehicle safety inspection procedures. General knowledge of lien sales procedures.

Ability to make appropriate determinations based upon established guidelines in assessing the value of abandoned or junked vehicles. Ability to conduct preliminary audits for investigative purposes. Ability to read, interpret and apply new regulations, policies and procedures with limited assistance. Ability to prepare and maintain a variety of reports and records to include vehicle appraisal reports and junk certificates. Ability to work independently and follow through on assignments with minimal direction. Ability to analyze a situation and take a logical course of action. Ability to obtain and verify facts and required data. Ability to establish priorities that reflect the relative importance of job responsibilities and projects. Ability to provide training to motor vehicle inspectors. Ability to determine make, model and year of vehicles inspected. Ability to operate a vehicle weight scale. Ability to recognize altered or tampered V.I.N.'s.

Skill in stamping numbers and letters in trailer and vehicle frames.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education (GED) and two years of progressively responsible experience involving the appraisal and inspection of vehicles; OR

II

One year of experience as a Motor Vehicle Inspector II in Nevada State service six months of which involved the appraisal of motor vehicles; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

III

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

LICENSE:

Possession of a Nevada driver's license at the time of appointment and for continuing employment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.434

ESTABLISHED:	11/9/79R
	1/25/80PAC
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	9/16/94PC